

***City of York Board of Architectural Review***  
***Minutes***  
***December 6, 2021***

Members present:

Acting Chairperson Gene Gaulin  
Diane Hanlon  
A. Lee McLin  
Gary Stewart

Members absent:

Beth Bailey  
Quinn Witte  
Linda Lowman

Others present:

Planning Director Breakfield  
Zoning Administrator Blackston  
(see sign-in sheet)

Acting Chairperson Gene Gaulin called the meeting to order at 6:30 p.m.

Gene Gaulin and the rest of the Board expressed their abundant appreciation for Zoning Administrator, Amanda Blackston. She was very thankful.

**The first item of business** was approval of the draft Minutes from the November 1, 2021 meeting. Upon a Motion by Diane Hanlon, seconded by Gary Stewart, the Board unanimously approved the Minutes as submitted.

**The second item of business** was the discussion of potentially adding an item to the agenda related to a lamppost at 112 East Liberty Street. By affirmation, the Board added the item to the agenda.

**The third item of business** was consideration of a certificate of appropriateness (COA) to replace an existing lamppost at 112 East Liberty Street.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by A. Lee McLin, the Board unanimously approved the application as submitted.

**The fourth through eighth items of business** were consideration of certificate of appropriateness applications (COA) for a replacement awnings at the following locations:

- 56 North Congress Street
- 59 North Congress Street
- 60 North Congress Street
- 61 North Congress Street
- 63 North Congress Street

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposals:

1. The subject properties are historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness applications did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by Gary Stewart, the Board unanimously approved the applications as submitted.

**The ninth item of business** was consideration of a certificate of appropriateness (COA) application for signage at 8 C North Congress Street for SOCO Grille.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did not comply with the HDCDS.

After discussion and upon a Motion by Gary Stewart, seconded by Gene Gaulin, the Board unanimously denied the application due to there being no guidelines for suspended signage in the zoning ordinance.

**The tenth item of business** was consideration of a certificate of appropriateness (COA) application for signage at 8 C North Congress Street for SOCO Grille.

Planning Director Breakfield reminded the Board of requirements from the Historical District Construction Design Standards (HDCDS).

Per the evaluation process detailed in the HDCDS, the Board made the following findings of facts regarding the proposal:

1. The subject property is historic and located in a largely-intact, historically, architecturally, and culturally-significant area.
2. The subject certificate of appropriateness application did comply with the HDCDS.

After discussion and upon a Motion by Diane Hanlon, seconded by A. Lee McLin, the Board unanimously approved the application as submitted.

**The eleventh item of business** was consideration of a Preliminary Special Tax Assessment application for 16 East Jefferson Street.

After discussion and upon a Motion by Gary Stewart, seconded by A. Lee McLin, the Board unanimously approved the application as submitted.

**The twelfth item of business** was a discussion item regarding decorative street signs for the Downtown Historic District.

The Board discussed cost and potential funding for the street signs and then determined that it would be best if they were located at intersections where there are no traffic lights.

**The thirteenth item of business** was review and approval of the draft 2022 meeting calendar.

By affirmation, the 2022 meeting calendar was approved as submitted.

**The fourteenth item of business** was documentation of certificate of appropriateness applications.

**The fifteenth item of business** was an update regarding staff-approved certificates of appropriateness. Zoning Administrator Blackston indicated that there were no staff-approved COA applications to report at this meeting.

There being no further business, the meeting was adjourned at 7:28 pm.

Respectfully submitted,

C. David Breakfield, Jr. AICP, MCP  
Planning Director

cc: File, Board of Architectural Review 12/6/2021  
Seth Duncan, City Manager